

**Office of Economic Development  
City of Seattle**

Stephen H. Johnson, Acting Director  
Gregory J. Nickels, Mayor



**Neighborhood Business District Training Fund**

The mission of the Office of Economic Development (OED) is to provide economic development assistance to businesses, community organizations, and residents to support a strong Seattle economy, thriving neighborhoods and broadly shared prosperity. To further this mission, OED offers a variety of tools and resources for neighborhood business district organizations to promote Seattle's diverse commercial centers.

OED's Neighborhood Business District (NBD) Program is designed to help neighborhood business districts and business organizations strengthen their business community.

The NBD Program offers financial assistance to support organizations and their member businesses with training and organizational development needs. The NBD Training Fund assists business organization members in attaining the skills and knowledge to strengthen their organization and business area.

With prior approval, OED will reimburse up to 70% of eligible costs incurred by NBD organizations for training classes, conferences, and other types of development needs for organization staff, board members, and businesses with current membership in the organizations.

Types of costs are eligible for reimbursement: Registration fees, tuition, cost of software, and books.

Types of costs that are not eligible for reimbursement: Travel, lodging, meals, and parking.

Funds will be disbursed on a first-come first-served basis upon approval by OED staff. OED's approval criteria include availability of funds and equitable distribution to business districts throughout the city.

### What Type of Organizations Are Eligible?

Requests for training funds will be accepted from neighborhood business district organizations, with a federal tax ID number, providing services in a Seattle neighborhood business district (such as chambers of commerce, merchant's organizations, and business improvement associations). Organizations should have an explicitly stated mission or goal of strengthening the business community in their neighborhood. Individual businesses with current membership in such organizations may access funds through the business organization.

### **Training Request Process:**

- 1) Neighborhood Business District (NBD) organization will submit the "Request for Training Funds" form  
(See [www.seattle.gov/economicdevelopment](http://www.seattle.gov/economicdevelopment) or call Karen Selander at 206-733-9256 for a copy of the form)
- 2) Requests will be reviewed by OED and decisions will be made within 15 business days.
- 3) OED will inform the NBD organization in writing of the training fund request determination.
- 4) The NBD organization is responsible to register for the training directly with the training provider/vendor.
- 5) Approved applicants will submit reimbursement information requested in the approval letter within one month of the training completion date.